

COLLEGE OF DUPAGE

Board of Trustees Meeting

In preparation for each Board of Trustees meeting, the following protocol is followed:

1. Agenda materials are due in the President's Office twelve business days prior to the meeting.
2. The initiator of the Board action item, President, appropriate Senior Management Team member and others as appropriate, sign off on all action items.
3. The Board agenda is reviewed in a meeting with the Board Chairman and Vice Chairman at least seven business days prior to the Board meeting.
4. The approved agenda (Board book) is distributed to the entire Board one week prior to the Board meeting.
5. Board members submit in writing to the President their questions/interests prior to the Board meeting. Questions are answered by the President with the response to each question sent to the entire Board of Trustees for their information. (Each trustee knows what other trustees ask and can read the response.)
6. The notice of Board meeting and Board book are posted at least 48 hours in advance of the meeting. If the Board book cannot be posted, the Agenda is posted. (State statute requires only that the agenda and notice are posted a minimum of 48 hours in advance.)
7. The President reviews the Board agenda with constituency leaders, including leaders of the Faculty Senate, on the morning of the Board meeting.
8. On Board meeting day, administrators are given the opportunity by the President to discuss any items on the Board agenda.
9. The Consent Agenda is used for routine matters.
10. Public comment is held at the beginning of the Board meeting so Trustees can hear from employees and the community before voting on Board items.
11. The Board meeting is audio taped for future reference, and minutes are prepared for approval.